

# FAIRFAX COUNTY PARK AUTHORITY

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12055 Government Center Parkway  
Suite 927  
Fairfax, VA 22035-1118



## Dear C.I.T. Applicant:

Thank you for your interest in becoming a **Counselor-in-Training (C.I.T.)** for Fairfax County Park Authority's summer Rec-PAC program. Rec-PAC is a structured recreation program with emphasis on leisure skills designed for elementary school children. This year the Rec-PAC program will operate in 48 elementary school locations around Fairfax County on weekdays from **July 6** through **August 12, 2010**.

Counselors-in-Training work as part of a staff team to facilitate activities for children. During the summer, students will be assigned to a site and work daily from **8:15 a.m. until 3:45 p.m.** Through this summer position, CIT's:

- ◆ gain valuable work experience
- ◆ develop new skills
- ◆ practice leadership
- ◆ explore future career possibilities
- ◆ work as a team with college-age staff
- ◆ have fun helping kids

CIT's must be at least **14 years old to work**. Many CIT's return year after year, eventually accepting paid Rec-PAC positions when they turn 18 years of age.

## To become a C.I.T., here is what you need to do:

1. Applicants are placed in order of the date application is received. Select your first choice for a site from the list of schools and centers. Returning CIT's have first choice of sites, and while we try to honor site requests, it is not always possible to give everyone their first choice.
2. Complete, sign (both parent & teen) and return these forms **by June 11** via mail or fax:
  - **C.I.T. Registration Form** - include the appropriate registration fee (check payable to "FCPA" or VISA and MasterCard accepted)
  - **Counselor-in-Training Agreement** - with signatures
3. Attend an orientation at **Poe Middle School** in Annandale on **Saturday, June 19 from 9:00 a.m. to 12 noon**. You will receive a C.I.T. manual, t-shirt and I.D. card. All participants must attend this training to be a C.I.T. this summer.

## How to Contact Us:

**Office:** To speak to a staff person 8:00AM – 4:30 PM Monday – Friday Starting in MAY: **(703) 324-5514**

**Fax:** **(703) 631-2004**

**Email:** **RecPac@fairfaxcounty.gov**

**Web:** **<http://www.fairfaxcounty.gov/parks/RecPAC/recpacforms.htm>** *(for information and downloadable forms)*

Fairfax County Park Authority

12055 Government Center Parkway, Suite 927 ♦ Fairfax, VA 22035-1115 ♦ (703) 324-5514 FAX (703) 631-2004

# Counselor-in-Training (CIT)



## Summer Positions at Rec-PAC for Teens Ages 14 and Older

If you are looking for a great summer experience volunteering with elementary school age children, consider the Counselor-in-Training program, a wonderful opportunity for teens to develop their leadership skills in the field of recreation. Successful participation as a **CIT** in the summer **Rec-PAC** summer program, can be used as work experience, and may lead toward future employment when the applicant becomes 18 years of age.

### CIT REGISTRATION FORM (Deadline: Friday, June 11, 2010)

Member # \_\_\_\_\_ (See Parktakes Magazine Mailing Label)

Student Name: \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent /Guardian Name(s): \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Returning CIT? ☐ Yes ☐ No

Parent Work Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ext. \_\_\_\_\_ Emergency Phone: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### WHERE TO PARTICIPATE

Please select your top 3 choices of work sites from the attached list of school locations

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### WHEN DO YOU WANT TO ATTEND?

CIT's are encouraged to work as many weeks as possible, Monday-Friday for the greatest benefit to themselves and the program. Check the sessions and days below that you would like to work. Programs run **July 6 - August 12, 2010** at school sites.

#### School Sites (8:15 a.m. – 3:45 p.m.)

☐ July 6-July 9   ☐ July 12-16   ☐ July 19-23   ☐ July 26-30   ☐ August 2- 6   ☐ August 9-12

### MARK YOUR CALENDAR - CIT ORIENTATION

Any youth wishing to participate must complete a 3-hour orientation course on **Saturday, June 19, 2010** at **Poe Middle School** in Annandale, VA, from **9am-12pm**. The **\$85 fee** (add \$15 for out-of-county residents) includes 3 hours of training, a manual, and a t-shirt. Payments can be made with Visa, MasterCard, or by check. **Return form to Rec-PAC office by June 11th.**

#### Parental Permission:

I hereby approve my child's participation in this program. I agree to hold harmless and indemnify the Fairfax County Park Authority (FCPA), its employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage which may result from my participation in this activity. FCPA employees have permission in the event I cannot be reached readily in an emergency at my expense to: (1) contact our family physician, or (2) utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital. I give my permission for the use of individual and/or group activity photographs in connection with FCPA publicity. In accordance with the Privacy Act of 1976, this information will be used only for this program.

☒ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Allergies:** ☐ bee stings   ☐ insect bites   ☐ foods   ☐ Other explain: \_\_\_\_\_

What should be done if your child comes in contact with an allergen: \_\_\_\_\_

Does your child take medication? ☐ Yes   ☐ No Medication: Name/Type \_\_\_\_\_ For \_\_\_\_\_

#### Payment:

☐ Check (check # \_\_\_\_\_)

☐ Credit Card (Visa ☐ MC ☐)

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit Card Signature \_\_\_\_\_

(There will be a \$10 processing fee for all approved refunds)

**Make checks payable to "FCPA".**

Printed Name on Card \_\_\_\_\_



**Accommodations:** If participation accommodations or alternative formats are needed in accordance with the Americans with Disabilities Act, please call (703) 324-8563 at least 10 working days in advance of the date needed. TTY (703) 803-3354.

Published: 2010

**Fairfax County Park Authority**  
**Rec-PAC Program**  
**Counselor-In-Training Rules of Conduct**



This document is a requirement for participating in the Counselor-In-Training(CIT) program.

**Counselor-in-Training agrees to:**

- ❖ Stay with assigned group at all times unless otherwise stated by the camp counselor. If on an assigned task, CIT shall not deviate from task for personal needs.
- ❖ Listen to program leaders and follow directions
- ❖ Maintain personal care and wear appropriate camper attire as described below. CIT's arriving at camp without appropriate attire will be asked to leave the site.
- ❖ Never be alone with children.
- ❖ Respect others in what you say and do. CIT's shall never use inappropriate language while in the vicinity of the site.
- ❖ Refrain from using a cell phone during camp hours. CIT's may keep a cell phone on their person but in vibrate or silent position. CIT's found using a cell phone for any reason during camp hours will immediately forfeit their right to carry the cell phone. Confiscated cell phones will remain in the camp office until the end of the day, when a parent/guardian may pick up the phone. CIT's needing to make an emergency phone call during the day will have access to a site phone under counselor/Director supervision.
- ❖ Greet parents and children at the beginning of the day and acknowledge them at departure.
- ❖ Be involved and engaged with campers through out the entire camp day.
- ❖ Get to know campers' names on the first day
- ❖ Never use physical punishment, restrain or force a child.
- ❖ Be of good character –fostering the Character Counts Program
- ❖ Follow pool rules and model good pool behavior. CIT's are expected to swim with the group.
- ❖ Keep campers' information confidential.
- ❖ Take care of your own personal belongings & keep belongings out of reach of children.
- ❖ Use equipment and supplies in a safe and appropriate manner.
- ❖ Teasing and bullying are not tolerated and are grounds for enrollment termination for counselors in training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- ❖ Never say or do anything that campers might perceive as teasing and/or bullying.
- ❖ Create a safe and fun environment.
- ❖ Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts. CIT's are not permitted to administer any first aid.
- ❖ Report problems to supervisors concerning campers and staff. Use appropriate chain of command.
- ❖ Never come to work while under the influence of any drugs or alcohol.

The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role models while fostering a positive self image. Site management may have additional dress code regulations.

- 1.) FCPA issued camp staff shirt must be worn each day (you will be issued more than one)
- 2.) You may not alter the camp staff shirt
- 3.) You must wear closed-toed shoes; no sandals, no Tevas, no flip flops, etc
- 4.) Shorts may be worn as long as they are below mid-thigh
- 5.) No jeans or jean shorts
- 6.) Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn outside with lid facing forward (backwards/sideways not permitted) and may only be worn outside
- 7.) No Lycra or Spandex clothing
- 8.) For safety reasons, dangling jewelry (hoops, etc) is prohibited
- 9.) Swimsuits for women must be one piece or tankinis
- 10.) Shorts, hats, etc shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations
- 11.) CIT's must come to work clean and neatly groomed
- 12.) CIT's must leave their shirt on at all times even during swimming activities.

CIT's failing to come to work properly dressed will be asked to leave the site immediately.

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Initial on appropriate line:

- ❖ I have read & understand the Dress Code - \_\_\_\_\_
- ❖ Chain of command for all camp issues, from staff issues to camper issues is as follows: Counselor, Site Director, Area Supervisor, Rec-PAC Program Manager. I have read & understand the chain of command-\_\_\_\_\_

**Grounds for Immediate Dismissal (no refund given):**

- A CIT who brings a weapon to camp
- A CIT who intentionally harms himself or causes injury to another child or staff member
- A CIT who vandalizes the property of the camp facility, staff or other children
- A CIT who steals items from the camp facility, staff or other children
- A CIT who displays inappropriate behaviors repeatedly
- A CIT who fails to comply with the Rules of Conduct
- A CIT who fails to display appropriate respect to authority figures on site

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Counselor in Training's Name (please print)\_\_\_\_\_

Signature of CIT\_\_\_\_\_Date\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

Parent's home phone \_\_\_\_\_ work phone\_\_\_\_\_



Fairfax County Park Authority



## Rec-PAC 2010 Summer Locations

**Note:** Sites are subject to change based on school activity, construction and maintenance needs. For the most up-to-date list of locations or help selecting a site near you, visit our web site at [www.fairfaxcounty.gov/parks/recpac/locations.htm](http://www.fairfaxcounty.gov/parks/recpac/locations.htm)

### School-based Rec-PAC

Program Dates\*: July 6 – August 12 (Monday – Friday) \*All locations are closed on Monday, July 5th.  
Hours of Operation: 8:30 a.m. to 3:30 p.m.

### Rec-PAC Locations Elementary Schools

Annandale Terrace  
Bailey's  
Belvedere  
Bonnie Brae  
Braddock  
Bucknell  
Bush Hill  
Centre Ridge  
Chesterbrook  
Clearview  
Cunningham Park  
Dogwood  
Flint Hill  
Forest Edge  
Forestville  
Garfield  
Glen Forest  
Graham Road  
Greenbriar EAST  
Greenbriar WEST  
Groveton  
Halley  
Hayfield  
Hutchison  
Keene Mill  
Kings Park  
Laurel Ridge  
Lees Corner  
London Towne  
Lorton Station

Lynbrook  
Mantua  
McNair  
Mosby Woods  
Mount Vernon Woods  
Newington Forest  
Oak Hill  
Oak View  
Orange Hunt  
Shrevewood  
Union Mill  
Virginia Run  
Washington Mill  
Waynewood  
Westbriar  
Weyanoke  
Woodburn  
White Oaks